## Planning & Zoning / Inspections & Permits - Adjusted Operations (April 2021) We Have Moved!!

Department of Planning & Zoning (P&Z) and Division of Inspections & Permits (I&P) have moved and our offices are now located in the Courthouse Square building at 205 Main Street, Prince Frederick.

Calvert County Government offices remain closed to the public.

- P&Z and I&P are operating under the following limited operations:
  - Permit applications will continue to be accepted via drop box.
  - o Permit applications and payments will be accepted online soon.
  - All meetings are being held virtually, including:
    - Technical Evaluation and Subdivision Evaluation Groups
    - Agricultural Preservation Advisory Board
    - Historic District Commission
    - Planning Commission
    - Board of Appeals
    - Environmental Commission
- Walk in customer service counters and offices are closed to the public.
- Fast-Track service on permits for residential accessory structures, regularly offered weekly on Wednesdays, is suspended until further notice.
- I&P Residential Submittals: Inspections and Permit application submittals will be accepted by mail or may be dropped off at the provided drop box located at the parking lot entrance of the Courthouse Square Building, 205 Main Street, Prince Frederick, MD 20678.
  - Applications must list a valid email address.
  - Payments will not be accepted via the drop box. Customers will be notified once applications are processed of fees due and how to remit payment.
  - I&P Commercial Submittals: Please contact the Inspection and Permit office for information on how to submit. Please call 410-535-2155 or email <u>Inspections.Permits@calvertcountymd.gov</u>.
- P&Z Applications/plans and development documents for review are being accepted electronically and via the provided drop box located at the parking lot entrance of the Courthouse Square building, 205 Main Street, Prince Frederick, MD 20678.
  - Payments will not be accepted via the drop box. Please call the P&Z office at 410-535-1600 x2356 for oversized documents or to discuss available payment of fees options. Please call our office at 410-535-1600 x2356 to request other department processes or services options. Or email us at pz@calvertcountymd.gov

0	Drop box is available during normal business hours: Monday through Friday 8am to 4:30pm only. NO AFTER HOURS DROP OFF